



# GURUDEV ARTS & SCIENCE COLLEGE

( Affiliated to KANNUR UNIVERSITY )

Managed by the Catholic Diocese of Bathery

## **MAINTENANCE POLICY**

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc:

Gurudev Arts and Science college has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

### **Maintenance of library:**

For maintenance of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. The books are issuing for a period of seven days. They can either return or renew it after the due date. The stock register, issue register, general and periodical register, membership register, etc. are keeping properly. Library books stock verification is done at the end of every academic year.

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### **Maintenance of the laboratory:**

The laboratories of the institution are well maintained. Stock register, Logbooks, and breakage register are properly maintained by the respective laboratories. The lab assistants assist teachers and students effectively and are responsible for taking care of the cleaning and arrangement of lab and its equipment. Breakage caused by students is entered in the breakage register and being replaced timely. The department council proposes and reviews all the major works pertaining to renovation and maintenance of the lab. Purchase of the equipment, lab settings and other major maintenance and renovation works in the laboratories are outsourced to the external agencies.

### **Maintenance of the sport facilities:**

Physical education trainer takes the responsibilities of the maintenance of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of Bursar and the general captain of the Student Union of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have been taken by the authority to develop the sport activities of the students. Some of the sports items are kept in boys'/girls' common rooms/ union rooms and given out for use by students under the monitoring of the Sports cum common room secretaries. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

### **Maintenance of Computers and IT facilities:**

All the **computers** in the institution including that of computer lab are well maintained and installed with antivirus packages. The computer lab is efficiently managed by the lab assistant. The annual maintenance includes the required software installation, antivirus and upgradation. To minimise e-waste, electronic gadgets are serviced properly and reused. Stock register and issue register are properly maintained. Purchase of the equipment, accessories and other materials of the IT Lab is outsourced to external agencies.

### **Maintenance of Classroom facilities:**

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal and Bursar. There are projectors in as many as four classrooms, besides smart classrooms.

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